

## **SUPPLEMENTAL JOB DESCRIPTION**

Classification: Student Intern

Function Code:

Position Title: Disease Surveillance Intern

Date Established: 2005

Position Number: PH150

Date of Last Amendment: 08/17/2005

**SCOPE OF WORK:** Under the direction of the Communicable Disease Surveillance Section Chief, the Intern will collect, manage and analyze notifiable disease data to support ongoing activities of the surveillance programs and assist with epidemiological investigations and reporting functions.

### **Accountabilities:**

- Manage database systems for both ongoing and new surveillance activities in the communicable disease surveillance section.
- Conduct outbreak investigation including questionnaire design, administration and analysis in collaboration with staff epidemiologists.
- Assist with the preparation and writing of outbreak reports, protocols and guidelines.
- Collects, analyzes, interpret and disseminate public health surveillance data for use in program planning.
- Work in partnership with all Bureau staff, including the Public Health Laboratories, the Food Protection Section, and Disease Control Section to ensure coordination in the management of outbreak investigations and in support of program goals.
- Performs various clerical duties to support surveillance program activities as assigned.

### **MINIMUM QUALIFICATIONS:**

**Education:** Full time undergraduate college (Junior or senior) student in good standing with acceptable course grades or a full-time graduate student in good standing with acceptable courses grades.

**Experience:** Experience in epidemiology, strong writing skills preferred.

**License/Certification:** None required.

**Hiring and Supervision:** Hiring will be based on a combination of course grades, work experience, interview and candidate time availability. A panel that includes the Surveillance Section Chief, the surveillance epidemiologist and the surveillance program manager will conduct the interview.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Jose T. Montero, MD, Acting State Epidemiologist #9U448

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date Reviewed

I have reviewed the content of the above job description with my supervisor.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Christine Adamski, Supervisor VII, Communicable Disease Surveillance Section, #17378

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Supervisor's Signature

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Date Reviewed

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Division of Personnel

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Date Approved